



Zoning Permit Application Instructions

A Zoning Permit is required prior to obtaining a Village Building Permit. Permits from other regulatory agencies such as Dane County Land & Water Resources, Madison/Dane County Public Health, Dane County Highway Department, and/or State Department of Transportation may be needed **prior to the issuance of a Zoning Permit**.

Zoning Permits are required for any new building over 120 square feet in size, or any modifications or expansion of existing structures. **A change of use permit is required** if you are changing the use of any existing building on the property. (Example: barn to residence).

Permits may be obtained at the Village Hall or by mailing all appropriate information and fees to the Village of Windsor, 4084 Mueller Road, DeForest, WI 53532. Questions may be directed to Amy Anderson Schweppe, Planning & Development Coordinator, at (608) 846-3854 or amy@windsorwi.gov.

REQUIRED ITEMS To Obtain a Zoning Permit:

1. **Site Plan** – A scaled drawing showing the lot lines, lot dimensions, location and size of all existing and proposed structures or additions, and their distances from lot lines. The site plan shall include the location of any on-site septic systems and wells on the property. If the lot has wetlands or floodplain, the area may need to be delineated by a Registered Land Surveyor or consultant. The site plan must be signed and dated by either the owner or agent.

Please Note: Location surveys will be required if you are within 10 feet of any required setback.

2. **Building Plans** – Floor plans drawn to scale showing all rooms and overall layout.
3. **Elevations** – A front elevation is required to show the height of the structure as seen from the property road frontage.
4. **Required Permits/Information from other Agencies**
 - a. Driveway permit from Village, County, or State
 - Village Roads – Contact Kevin Richardson (608) 846-3854
 - County Highway – Contact Greg Peterson (608) 266-9081
 - State and Federal Highway – Contact Scot Hinkle (608) 246-5334
 - b. Sanitary permit (septic & well) from Madison/Dane County Public Health or sanitary permit (sewer & water) from Village Utility District
 - New home sites or any building with plumbing
 - Additions involving bedrooms or major renovations
 - c. Erosion control permit from Dane County Land & Water Resources
 - Construction within 1000 feet of a lake or 300 feet of a stream
 - Construction of a driveway more than 125 feet long
 - d. Shoreland Zoning permit from Dane County Planning & Development
 - e. Shoreland Erosion Control permit from Dane County Land & Water Resources
 - f. Shoreland Mitigation permit from Dane County Land & Water Resources
5. **Fee** – \$50.00 base fee and \$0.075 per square foot including porches, decks and all basement areas for residential projects; \$200 base fee and \$2.00 per \$1,000.00 of overall cost for commercial/industrial projects. Additional fees may apply.
6. **Additional Information may be Required** – Wetland Delineation Report, Floodplain Study, or Survey of Property to meet shoreland regulations.

YOUR PERMIT APPLICATION Will be Reviewed For:

- Setbacks (front, side, rear); height and actual land use.
- Environmentally sensitive areas (wetlands-floodplain-shoreland).
- Legal parcel status-determination of status may be needed by the Village Planning & Development Coordinator.

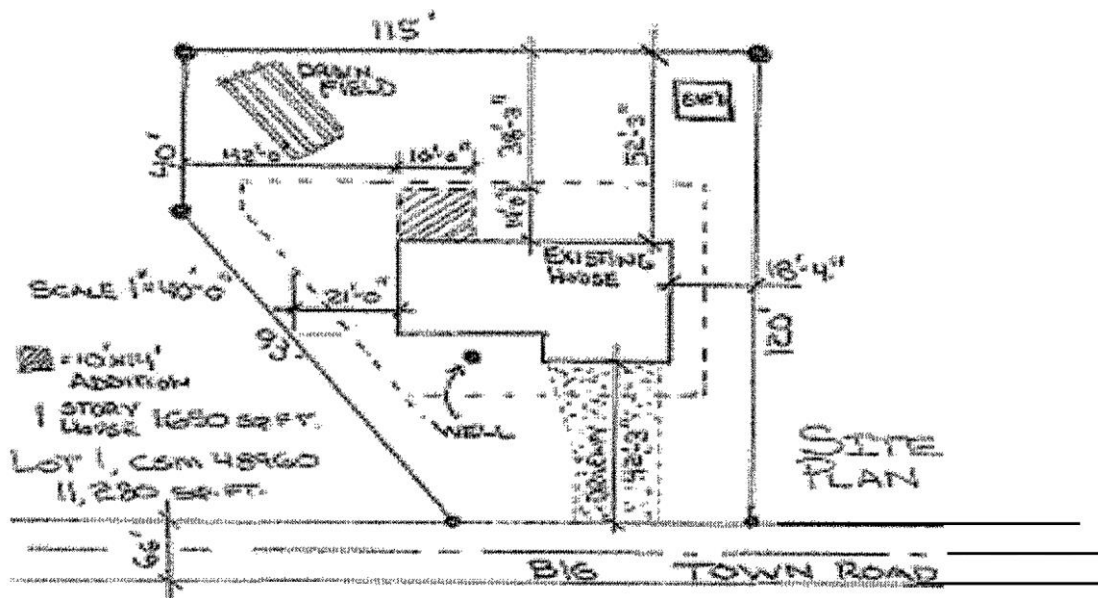
INSPECTIONS REQUIRED:

- First Inspection – When the foundation or basement walls have been constructed and before further construction begins – call Kelly Green, Building Inspector, at (608) 697-7771 or submit location survey if required.
- Second Inspection – When the building is substantially completed – call Kelly Green, Building Inspector, at (608) 697-7771.
- A Certificate of Compliance will be sent to you upon the completion of the second inspection if all zoning ordinance requirements are met.

QUESTIONS: Please contact Amy Anderson Schweppe, Planning & Development Coordinator, at (608) 846-3854 or by email at amy@windsorwi.gov with any questions.

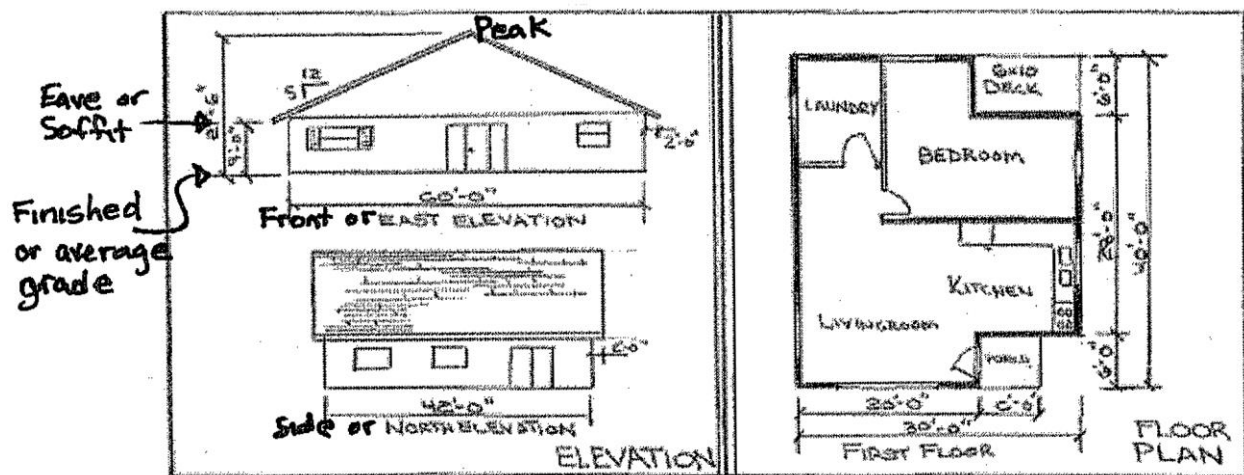
SAMPLE SITE PLAN:

1. Indicate the scale of the plan (must be Engineering Scale – 1 inch = 10 feet) and North location.
2. Show the dimensions and square footage of each of the following:
 - a. Existing and proposed buildings.
 - b. Addition(s) to dwelling or principal buildings.
 - c. Accessory structures (i.e. garage, storage, etc.).
 - d. Addition(s) to accessory structure(s).
3. Show the location, square footage and use of new structure(s). For new buildings to be served by septic systems, show the location and dimensions of both the primary and alternative drainfield areas. For alterations or additions, if location is not known, show the location of the septic tank and vent pipe.
4. Show location of all lot lines and their dimensions. Calculate the area of the site occupied by buildings (lot coverage) as a percentage of the total lot area.



SAMPLE BUILDING ELEVATION AND FLOOR PLAN:

1. Building elevation drawings are exterior views of the building, sometimes identified as front, rear, left or right, or North, South, East or West. Elevation drawings must be:
 - a. Drawn using an architect's or engineer's scale (i.e. $\frac{1}{4}$ inch = 1 foot or 1 inch = 10 feet).
 - b. Elevations show the level at which the ground (finish grade) meets the building, the overall height to peak, eave height, and/or roof pitches sufficient to calculate average height.
2. Floor plans are what you would see if you were to look straight down at the floor or basement with the roof or floors above removed. You will need to provide one floor plan for each level of the building on which work is being done. This plan must:
 - a. Drawn using an architect's or engineer's scale (i.e. $\frac{1}{4}$ inch = 1 foot or 1 inch = 10 feet).
 - b. Have all rooms labeled.
 - c. Provide exterior dimensions sufficient to calculate floor area (square feet) for each story and basement.



3. Additional information may be required.